

Environmental Justice Advisory Council Per Diem and Expense Guide

Instructions:

One-time set up:

- Call Donna Viens at (802) 272-4241 with Social Security Number (SSN) and Address for payment set up

Submit form for Per Diem payment:

- Fill out attached State of Vermont Personal Expense Claim form
 - Per Diem amount is \$50.00 per each day spent in performance of duties as permitted under 32 V.S.A. § 1010
 - Expense reimbursement rates are based on current state reimbursement rates (Not applicable currently due to online meetings)
- Send completed form to Karla Raimundi.

Frequently Asked Questions:

- **When is the start date for entry into the spreadsheet?**
 - You can submit for compensation for the per diem you are entitled to from the beginning of your work as an Advisory Council member.
- **Are the days to be considered Monday-Friday only?**
 - No, 32 V.S.A. § 1010 doesn't list any restrictions on the days of the week Advisory Council members can be compensated for.
- **What is the cycle on which the spreadsheet should be submitted (e.g. weekly, fortnightly, monthly)?**
 - It is best practice for the spreadsheet to be submitted monthly, however there aren't any rules on the frequency.
- **In addition to the SSN, will a W2 or W9 be required for tax purposes?**
 - No, a W-9 is not required for payment set up for Advisory Council members, however the per diem compensation is considered 1099 reportable income.



- **On a day there is a warned meeting I can put in for a \$50 per diem but if I am putting in for an hour or two of work that isn't attendance at regular or special meeting do I have to prorate to an hourly rate of \$6.25?**
 - In accordance with 32 V.S.A. § 1010, Advisory Council members and subcommittee members are entitled to the per diem amount of \$50 a day for attendance at regular or special or committee meetings. For any other necessary work performed, the per diem rate will be prorated for the actual time spent on the work based on an 8-hour day and must be approved by the council chair to receive reimbursement. The maximum compensation for all work is \$50 per day.

Questions? Email megan.klinefelter@vermont.gov

